Logging in to eFile & Pay for the first time for Business Taxes:

To log in for business taxes (sales, withholding, hotel/motel, LPG Fuel, Motor Fuel) for the first time enter your 8 digit Business eFile Number (BEN) in the business taxes box and make sure the circle next to business taxes is selected
Click on the continue at the bottom of the page

-**Your 8 digit BEN number was sent to you on your business registration letter with your permit number.**

-If you don't have a permit number or haven't received that information in the mail yet, you cannot log in to the eFile and Pay system and will need to wait to file your return. Filing you first return late will not result in any penalty.

-The responsible party may contact the Iowa Department of Revenue to get this number as well. The Business eFile Number is considered a confidential number and can only be given to those individuals listed as responsible parties or power of attorneys.

FAQs | Help | IDR Home

Welcome ❯

All error and informational messages will display at the top of the screen, below the title.

Login

Business Taxes:

Enter your BEN, select Business Taxes, and press CONTINUE.

Business eFile Number (BEN): [   ] (8 digit number mailed to you)

🔘 Business Taxes (Withholding, Sales, Use, LPG Fuel, Motor Fuel)

Individual Income/Corporation Income ePayments:

Not enrolled? Click here.

Enrolled? Enter your BEN, select Individual Income/Corporation Income ePayments, and press CONTINUE.

Business eFile Number (BEN): [   ] (8 digit number mailed to you)

○ Individual Income/Corporation Income ePayments (IA1040/IA1040ES; IA1120/IA1120ES)

[CONTINUE]

Once you click on the continue button, you will be directed to a page to set up your profile.

Setting up your user profile:

Create a user profile

BEN:	**12345678**
User ID:	**0001** (Be sure to write this down for future access to the system)
Business Name:	
Permit Number:	

Not sure what tax type goes with the permit number above? Click here.

Tax Type associated with Permit Number above: Select... ▼

Create a Web Password: Password must be 8 characters. It may be all numbers or a combination of letters and numbers.

Confirm Web Password:

Create a Telephone Password: Password must be 8 numbers (no letters).

Confirm Telephone Password:

Select a Password Hint Question 1: Select... ▼

Answer Password Hint Question 1:

Select a Password Hint Question 2: Select... ▼
    Must be different than the hint in Question 1.

Answer Password Hint Question 2:

Contact Name:

* Contact E-mail Address:

Contact Telephone Number:

* Our Department will e-mail reminders of upcoming due dates and confirmation that your return and/or payment has been received.

EXIT   CONTINUE

Enter your Business Name: Enter your business name; do not include any numbers, special characters or punctuation.
- ie: if your business name is 123&ABC write it out as onetwothreeandabc
- If you don't have enough space for the entire name, put in as much as possible

Enter your Permit Number: Enter you permit number; no hyphens or dashes
-If you have more than one permit number, just enter one of them. Once your profile is created, all your permits will be available for filing a return.

Select your permit Type: Use the drop down arrow to select the correct permit type

Create a Web Password: The password must be 8 characters with all numbers or a combination of numbers and letters. It cannot be all letters.

Confirm Web Password: Enter your password again. If the two boxes do not match you will need to complete the boxes again.

Create a Phone Password: The password must be 8 numbers. If your web password is all numbers this password can be the same. You **must** set up a phone password even if you don't think you will ever file by telephone.

Select a Password Hint: Select a question from both of the password hint drop down boxes and answer the question from the space below,
-You must select a question from the drop down box; you cannot create your own questions
-You must select and answer a password hint question for both question one and two.
-**Do not** select the same question for 1 and 2

Contact Name: This is the name that will show up on our system as the authorized contact. If issues ever occur, the Department of Revenue can only re-set/unlock passwords for the person listed as a contact or listed as a responsible party on the registration application.
-If the owner plans on having other employees or accounting firms use this system, the owner may want to consider leaving this as their information. The owner can authorize other users on the main menu giving them their own unique user ID and password. This can be done from the main menu once you had completed your profile and logged into the eFile & Pay system.

Contact Email Address: Enter your email address if you have one. The Iowa Department of Revenue will use your emailed to send email reminders of upcoming due dates.

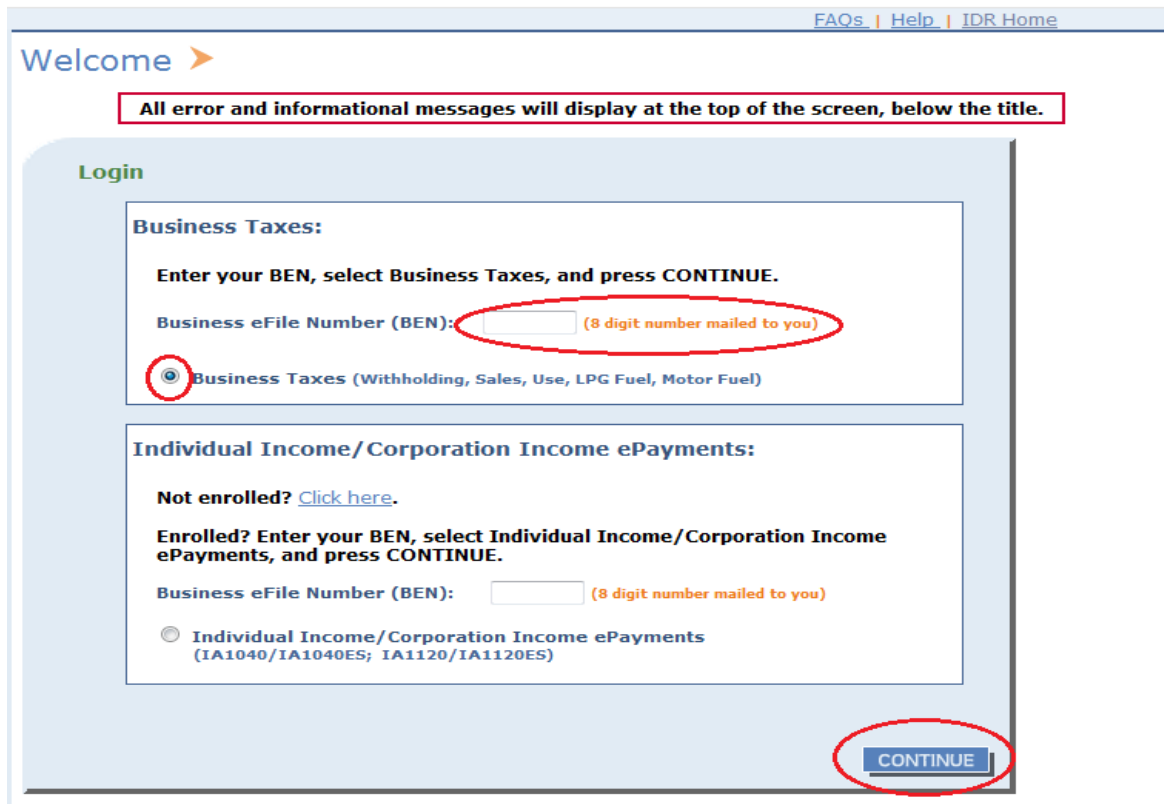**Contact Telephone Number:** Enter your telephone number.

To continue to filing your return or making a payment click the continue button at the bottom of the page.

If you get an error message in RED, something on your profile pages was entered incorrectly and you will need to fix that issue to continue. If your get an error message in BLUE, this is an informational message. You can choose to correct the issue or continue without making changes.

Logging in once your profile has been created:

To log in for business taxes (sales, withholding, hotel/motel, LPG Fuel, Motor Fuel) after you completed your profile enter your 8 digit Business eFile Number (BEN) in the business taxes box and make sure the circle next to business taxes is selected
Click on the continue button at the bottom of the page.

Once you select continue you will be asked to verify your Business eFile Number and legal name. If these are correct click on the OK button
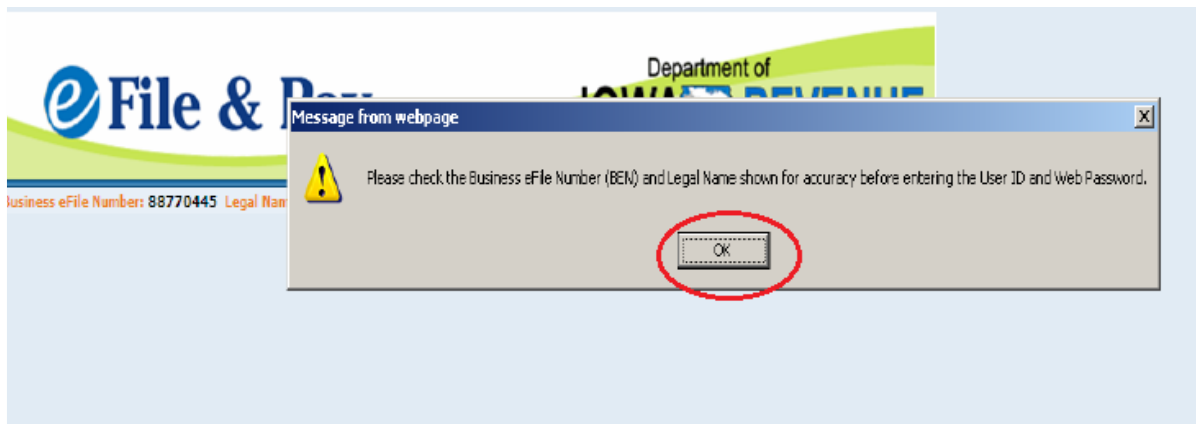
The next screen will ask you to enter your user ID (for the initial user it is 0001 and this will remain your user ID. Other authorized users will get a different user ID) and the password you created when you set up your password
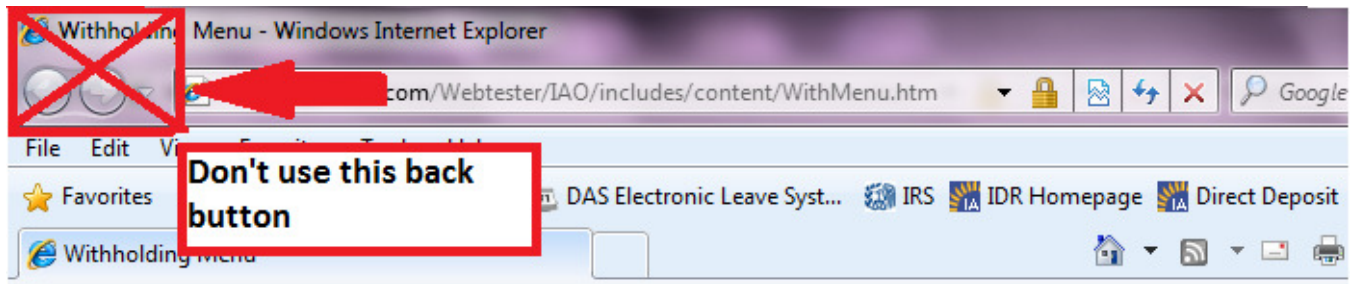Click on the log in button

Once you have logged in to efile & Pay:
You will be taken to the main menu. From the main menu you can:

- select a return to be file
- cancel a payment
- make a electronic payment after a return has been file
- change your profile
- add additional users
- view your return, payment and cancelled payment "e" History

Important Reminders:

-Red error message need to be fixed before you can continue to the next page.

-Blue error messages are informational and do not need to be fixed before continuing to the next page.

-Never use the back button on your browser (the top of the webpage), use the back button from the eFile & Pay system.

Logging in to eFile & Pay for the first time for Individual or Corporate Income taxes without a Business eFile Number:

To log in for Individual income or Corporate Income estimated tax payments double click "click here" link next to not enrolled.

At the Income Tax ePayment Main Menu, select the type of income tax you need to make a tax payment for. You can make estimated payments or electronic payments for a paper return or electronically filed return. You cannot file your return through this system.

To enroll in eFile & Pay for Individual and Corporate Income tax payments:
If you wish to enroll in the eFile & Pay system and get a business e-file number select the "I wish to enroll box" after entering your individual or corporate information.

> -The advantage to having a Business eFile Number is the system will remember this information for you and you will not need to re-enter your information each time you wish to make a payment
> -Once you enroll, you cannot file your ePayment without your Business eFile Number.
> -The Business eFile Number a confidential number. Only the taxpayer/responsible party or filed Power of Attorney can be given this number by the Iowa Department of Revenue.

IA1040 & IA1040ES Individual Income Taxpayer ➤

Note: Make estimated and/or final income tax payments for one individual only. Make spouse payments separately using spouse's name and social security number.

Enter the information below to make a payment

Taxpayer SSN:	[ ] (Example: 123456789)
Last Name, First Name:	[ ]
Mailing Address 1:	[ ]
Mailing Address 2:	[ ]
City:	[ ] **State:** [IA ▼] **Zip Code:** [ ] - [ ]
Telephone Number:	[ ] (Example: 2225551212)
Make a Payment For:	[Select: ▼]

☐ I wish to enroll. Please mail me a Business eFile Number (BEN) so that I may login to Individual Income Tax ePayments next time without having to repeat the information provided above.

[BACK]   [CONTINUE]

Logging in to eFile & Pay for the first Time for Individual or Corporate Income taxes with a Business eFile Number:

Enter your Business eFile number (BEN) in the box under Individual income/Corporation Income ePayments.
Make sure the circle next to individual Income/Corporate Income ePayments is selected.
Click on the continue button.

Setting up your user profile:

Income Tax ePayment Profile ➤

The Password you create must be retained for future access.
Please complete all fields. Then press CONTINUE.

Create a profile

SSN/FEIN: _____ (Example: 123456789)

Create a Password: _____   Password must be 8 characters. It may be all numbers or a combination of letters and numbers.

Confirm Password: _____

Select a Password Hint Question 1:   Select... ▾

Answer Password Hint Question 1: _____

Select a Password Hint Question 2:   Select... ▾
Must be different than the hint in Question 1.

Answer Password Hint Question 2: _____

Contact Name: _____

* Contact Email Address: _____

Contact Telephone Number: _____   (Example: 2225551212)

* Optional: By entering your email address, you will have the ability to receive emailed confirmations of all payment transactions performed on this system.

EXIT   CONTINUE

SSN/FEIN: Enter Social Security Number (SSN) or Federal Employer Identification Number (FEIN) without any dashes or spaces.

Create a Web Password: The password must be 8 characters with all numbers or a combination of numbers and letters. It cannot be all letters.

Confirm Web Password: Enter your password again. If the two boxes do not match you will need to complete the boxes again.

Select a Password Hint: Select a question from both of the password hint drop down boxes and answer the question from the space below,
      -You must select a question from the drop down box, you cannot create your own question
      -You must select and answer a password hint question for both question one and two.
      -**Do not** select the same question for both 1 and 2

Contact Name: This is the name that will show up on our system as the authorized contact. If issues ever occur, the Department of Revenue can only re-set/unlock passwords for the person listed as a contact or listed as a responsible party on the registration application.
      -If the owner plans on having other employees or accounting firms use this system, the owner may want to consider leaving this as their information. The owner can authorize other users on the main menu giving them their own unique user ID and password. This can be done from the main menu once you had completed your profile and logged into the eFile & Pay system.

Contact Email Address: Enter your email address if you have one.

Contact Telephone Number: Enter your telephone number.

To continue to filing your return or making a payment select the continue button at the bottom of the page. If you get an error message in RED, something on your profile pages was entered incorrectly and you will need to fix that issue to continue. If your get an error message in BLUE, this is an informational message. You can choose to correct the issue or continue without making changes.

Logging in once your profile has been created:

To log in for individual Income/Corporation Income ePayments taxes for the first time after you created your profile; enter your 8 digit business eFile number (BEN) in the business taxes box. Make sure the circle next to individual Income/Corporate Income ePayments is selected. Click on the continue button at the bottom of the page

Once you select continue you will be asked to enter your SSN/FEIN and the password you created when you set up your password
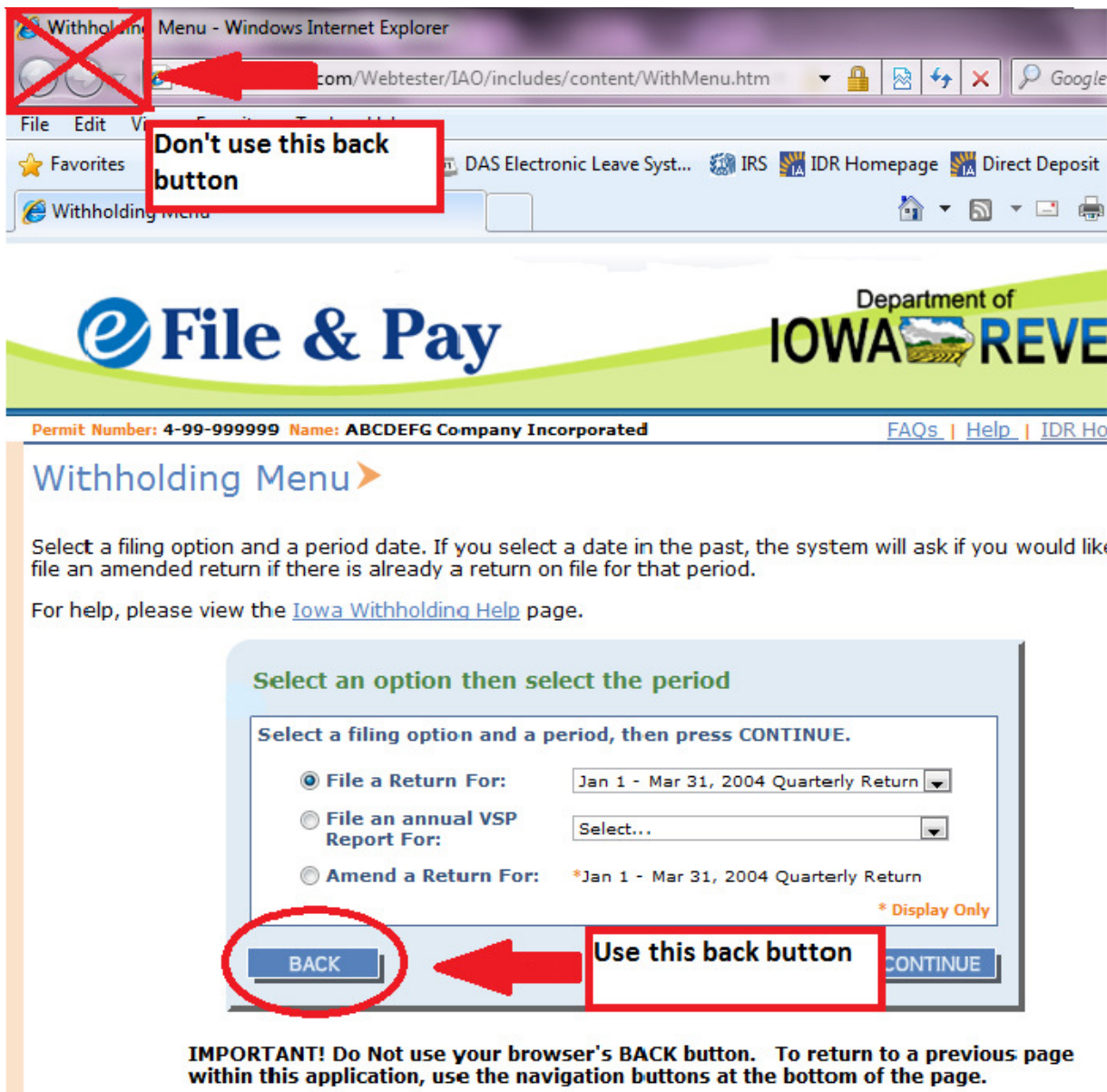Click on the Log In button

Once you have logged in to eFile & Pay:

You will be taken to the main menu. From the main menu you can:

      -Make a payment

      -Cancel a payment

      -Update your enrollment information

      -View your payment made and cancelled "e" History

Important Reminders:

-Red error message need to be fixed before you can continue to the next page.

-Blue error messages are informational and do not need to be fixed before continuing to the next page.

-Never use the back button on your browser (the top of the webpage), use the back button from the eFile & Pay system